

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Records Installation Space [REDACTED]

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REFERENCE : Memorandum dtd 4 November 1969 to the DD/S fr
D/Logistics, subject: Records Installation
25X1 Space [REDACTED]

1. This memorandum is addressed to the problem of providing additional records storage space to meet our immediate needs of relocating some 16,000 cubic feet of records temporarily stored at the Washington National Records Center (WNRC) in Suitland by December 1970. We also must plan now to provide growth capacity for the next five years. Paragraph six of this memorandum contains a recommendation for the approval of the DD/S.

2. Our search for Agency controlled space in Metropolitan Washington, as well as other space that could be made available to us by GSA, for records storage area has been unsuccessful. We are therefore left with the following options to gain an urgently needed 20,000 cubic feet of space by December 1970.

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[REDACTED]

b. Install movable shelving [REDACTED]

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contingent upon favorable results of feasibility study now in progress. Preliminary estimates indicated that by converting

one-half of the present floor space [] to movable shelving 25X1
we could gain 21,000 cubic feet at a cost of around \$500,000.

c. Reverse long established Agency policy and use Federal Records Centers to store selected collections of records. ^{Official Security}
A recent OS Survey approved the concept in principle, however, there remains many unresolved issues requiring detailed negotiation within the various directorates as well as with GSA before we can proceed with this alternative. Due to self imposed restrictions on the type of records we would turn over to a non-Agency controlled storage facility, it appears that even the most favorable outcome would provide only a partial solution to our need for additional records storage space.

3. We are proceeding on all fronts:

a. The movable shelving feasibility study should be completed by 15 December 1969 and if favorable, plans, specifications, and vendors bids could be obtained within 30 days.

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b. []

various []

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inactive records collections to present to the Directorates for their review and approval ^{to} ~~store~~ at WNRC. When Directorate approval is obtained then formal negotiations with WNRC will proceed. A realistic target date for resolution of issues involved in the use of WNRC would be mid-January 1970

at the earliest.

c. In the meantime we consider it imperative that we move ahead on plans for the eventual use [] to provide the necessary space. 25X1

4. Studies on the proposed use [] for records storage by the Records Administration Branch, and the Offices of Logistics, Security, and Training concluded that it is feasible to store Agency records of any classification [] Also there is general consensus that of the six possible sites considered, renovation of [] provides the best solution: 25X1

a. This site offers the maximum amount of storage area at the minimum cost (both on cost per square foot basis and a total cost basis).

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c. Estimated renovation costs based on the preliminary engineering report are \$383,000. To this must be added:

(1) 25,000 feet of library type

shelving \$ 25,000

(2) Vehicle Communication Repeater

Stations 6,400

25X1 5. Our proposal for utilization of the 25,000 cubic feet of
space [] are as follows:

a. Return the DDI Supplemental Distribution function to
25X1 DDI, and transfer the records and personnel who now service
them from WNRC [] Space not required for Supplemental
Distribution function could be used for selected inactive office
records or possibly a portion of our Archives.

b. In event a above is completely unacceptable to DDI,
we would then propose [] house Agency 25X1
Archives (8,200 feet already identified as archives, and 15,000
cubic feet of inactive office records that should be considered
as archival). This would allow space for Supplemental Distri-
bution materiel to be returned [] from Suitland. However, 25X1
25X1 moving the Archives [] will require the formal estab-
lishing and manning of an Agency Archives function with approxi-
mately eight to twelve positions.

6. It is recommended that:

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25X1 a. The DD/S authorize \$ 25,000 for the Director

of Logistics to ~~proceed with~~ ^{obtain} ~~reasonability study (A&E~~

~~Design and Costs Proposal)~~ for renovation work to convert

^{Permanent} to an Agency Records Storage 25X1

Facility capable of providing storage for approximately 25,000

cubic feet of records. *To meet the deadlines will require action by 31 Dec*

b. The DD/S alert PPB that this Directorate will require

between \$400,000 and \$500,000 in "year-end" funds to resolve

^{immediate} our records storage problem. Final decision on whether these

funds will be used either to convert space or to 25X1

install motorized shelving will be made by 1 March 1969. 25X1

c. The DD/S advise the DDI of our intent to return the

Supplemental Distribution function to the DDI at the time we

are forced to release our present space at WNRC. We would pro-

25X1 vide space and transfer the two records officers

(and slots) along with the function.

d. The Agency Records Officer, a DDI representative, and

interested Support elements develop plans to effect an orderly

transfer of this function and establish procedures for its

25X1 maintenance

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Chief, Support Services Staff